

**City of Bristol, Connecticut  
Board of Finance – Purchasing Committee**

**Meeting Minutes – January 24, 2017 at 6:00 pm  
First Floor Meeting Room, Bristol City Hall**

Present: Derek Czencelewski, Chair; Orlando Calfe  
Others: Roger Rousseau, Purchasing Agent  
Richard Lacey, Assistant Corporation Counsel

Meeting was called to order at 6:00 pm.

**Debarment Policy**

The chair asked the purchasing agent to summarize the debarment policy; the reasons for debarment, the notification and hearing processes, and duration of debarment were reviewed. The Office of Corporation Counsel has reviewed, and determined that given that the guidelines include notice and formal hearing, it appears to be appropriate.

Orlando Calfe suggested that if the policy is approved, that it be shared with both the CT Conference of Municipalities (“CCM”) and the Public Purchasing Association of Connecticut (“PPAC”).

Motion was made by Orlando Calfe and seconded, **to approve the debarment guidelines as presented by the Purchasing Agent, and refer to the Board of Finance for its approval, to be effective February 1, 2017**; motion approved.

**Fixed Assets Useful Life Guidelines**

The chair asked the purchasing agent to summarize findings regarding useful life for synthetic fields as applied by other municipalities; most of those sampled indicated either a ten or a fifteen year useful life. Based on a longer lifespan of the turf compared to the infill material, the purchasing agent recommended application of a fifteen-year useful life for synthetic fields. The auditors from RSM US were comfortable with either a 10 or a 15 year useful life.

Motion was made by Orlando Calfe and seconded, **to accept the recommendation of the purchasing agent for setting of useful life of fifteen years for synthetic fields for the purpose of fixed reporting, and refer to the Board of Finance for its approval and incorporation into the Fixed Assets policy**; motion approved.

At 6:12 pm, motion to adjourn was made by Orlando Calfe and seconded; motion approved.